

# Scheduling a VTC

- Responsibilities

N62 communications office ext 5051 / 5034

RM1 Ryan/RM2 Smith or Chief Cannon at ext 8710

You can also use E-mail

userid: cannonr  
ryand  
smithrm

Individual requesting a VTC

Provide N62 with host site POC and number.

Reserve a location and your required time. Notify N62 once you have reserved the space.

**Note:** When reserving your time slot allow an additional 15 mins for setup and testing prior to conference

N62 require a minimum of three working days to coordinate VTC requirements

# Scheduling a VTC

- Locations capable of hosting a VTC

MIC: Located in bldg. 603 6th deck, see duty office for directions. To reserve the MIC, E-mail userid:

MICR00M

Seats: 15 to 20

Theater: Located bldg. 603 6th deck, see duty office for directions. To reserve the Theater, E-mail userid:

cnrf\_theater

Seats: 100

N6 Conference Room: located in bldg. 603 1st deck room 1218. To reserve N6 conf rm, E-mail userid:

N6Conf

Seats: 10

# World Wide Web and Local Area Network

- Internet
- GroupWise

# World Wide Web and Local Area Network

- Internet

Don't access any web sites that provides a warning banner unless you have prior approval by NRISO for official business.

CNRF is limiting access to the internet sites that are clearly not used for government business. We are not censoring access, but regulating the "spending" of precious capacity.

Need access to a specific site that is blocked, contact N6 EWCS Sheppard at 8-8678.

# World Wide Web and Local Area Network

- GroupWise (E-mail)

E-mail is not private. E-mail accounts maintained on government computers are subject to monitoring and examination.

A password is mandatory for GroupWise. Password of your choice minimum 6 digits.

Never leave your E-mail open and unattended.

Do not share your password.

Change your password every six months or when compromised.

Forgot your password, contact NRISO customer support at 8-7070.

To E-mail outside of NAVRESNET type "**internet:**" first on the TO line.

Sending an attachment, 4meg is the maximum allowed.

Want more see info? NAVRESINFOSYSOFFINST 5239.1 dated 27 Jan 98

# Telephone Conference Call

- 3-way Conference Call

AT&T 8410D/AT&T 925  
Telephones allows 3-way conference calls plus the caller.

Special key(s) “Flash” for AT&T 925, “Conf” for AT&T 8410D.

Dial first number, answer, greeting.  
Press the “CONF/FLASH” button.  
Dial second number, answer, greeting.  
Press “CONF/FLASH” again.  
Dial your last number.  
Began phone conference.  
NOTE: If all three parties are not heard, press the CONF/FLASH once again.